



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

SUPERVISING SPECIAL INVESTIGATOR II (NON-PEACE OFFICER) (CHIEF INVESTIGATOR)

\$6,058 - \$7,532

**INVESTIGATION DIVISION
VALENCIA**

RESPONSIBILITIES: Under the direction of the Division Chief, Investigation Division, plans, organizes, manages and directs the investigative activities of investigators, analysts and support personnel in an office or offices of the Investigation Division. Responsible for all functions and decision-making of the assigned office, including budgeting, staffing, and the allocation of resources. Assists the Division Chief in policy and procedure analysis and development. Provides reports on the office's utilization of resources dedicated to each program. Provides expert analysis and testimony at legislative hearings, consumer meetings, insurance industry meetings on enforcement related matters. Travel may be required.

DESIRABLE QUALIFICATIONS:

- Ability to be self-motivated, to motivate others, to set and achieve goals, and to operate with a high degree of independence;
- Ability to successfully perform both the investigative and administrative duties of the job;
- Ability to liaison with other law enforcement and prosecuting agencies in the region;

WHO MAY APPLY: Applications will be accepted from current State employees at the Supervising Special Investigator II (Non-Peace Officer) level, those within transfer range, or those with list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

STATEMENT OF QUALIFICATIONS:

All interested candidates must submit a completed standard State of California application and a "Statement of Qualifications" in order to be considered for this position. The Statement of Qualifications is a narrative discussion of your education, training, experience, and skills as it relates to the desirable qualifications listed above. The Statement of Qualifications serves as documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.

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DO NOT SUBMIT APPLICATIONS TO CALHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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Resumes do not take the place of the Statement of Qualifications. Applicants who fail to submit the Statement of Qualifications will be eliminated from the selection process.

APPLICATION PROCEDURE: Please mail a completed standard [State Application STD 678](#) to Maria Fuentes, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "SUPERVISING SPECIAL INVESTIGATOR II (NON-PEACE OFFICER), PSN # 413-043-8545-002" ON THE STATE APPLICATION.**

APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call (916) 492-3309 or email maria.fuentes@insurance.ca.gov

FINAL FILING DATE: Tuesday, November 19, 2013 - Close of Business

NOTE: Interested individuals, including list eligible, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CALHR for review and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate state application (STD 678) is required for each recruitment for which you would like to be considered.

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